Implementation DASHBOARD

Sample System Implementation Team Agenda

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Team Members: 5 Teachers, 5 Administrators Team Members Present:		
Time	**Agenda Items and Materials**	**Plans/Notes/Outcomes**
4:00-4:15	Welcome Assign Team Roles for Meeting: Objectives: Timekeeper- Note-taker- Gatekeeper- All team members: • Sign up for 3 slots • Check out the starting Norms. Is there anything that we want to add or subtract? Materials: • Team Roles Sign Up Sheet • Norms for meetings	Plans/Notes/Outcomes: *All roles signed up for *Agreed to norms

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4:15-5:10	Where are we discussion: • Determine what we have accomplished and get a plan in place for other items • Update on November 4th PD with PL Provider • IPG Tool- review the tool, chat with a partner about the tool, discuss with the whole group • Plan for sharing the IPG tool with buildings Materials: • District CBPL Plan • Teaching Amplify with Integrity • K-5 IPG Walkthrough Tool • 6-8 IPG Walkthrough Tool	Plans/Notes/Outcomes: *Discussion of PLC differences PLC/TBT 1st PLC is a continuation of 45 45-minute PLC with a partner and/or instructional specialist 2nd day of PLC is to meet with "team" to discuss how things are going; what is working PLC for the 45 minutes once a week is meeting with partner and/or IS to tweak, annotate lessons for the following week *Admin at all meetings to start with to answer any questions we may have *6-8 do the 100-day lesson pathway for ELA *Elementary can do calendar time if put in plans before CKLA plans *5th grade will not be able to do a novel study after OST *We will not start on PLC 45 minute meetings until after the November 4 PD day. **We are being very cautious right now; we are learning as we go and will ask questions. Things can change as we go.
5:10-5:25	Overview of PLC • Focus for PLCs • Difference in PLC and PLC Data Meeting Materials: • Lesson Internalization Protocol-DRAFT	Plans/Notes/Outcomes: *Annotating in teacher's manual *Scaffolding; who is doing thinking? Students need to pull the load; leave the stepping stones in for them to come to the answers. *Student talk vs. teacher talk *Turn and talk *Different ideas/ways to do things **Expectation: At least one lesson each meeting to internalize

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5:25-5:50	Planning CBPL & DLIT Dates
	
	• IS- Push back in PLC
	  ◦ Solutions?
	• Dates for monthly DLIT meetings
	• Create a CBPL map of content and dates on the calendar.
	  ◦ Lesson Internalization
	  ◦ Teacher Talk vs. Student Talk
	  ◦ Over-scaffolding lessons
	  ◦ Pacing
	  ◦ How to add to the resource without changing the rigor
	  ◦ Adding Sparkle
	• How should we communicate this change to teachers?
	
	Materials:
	• District Testing Calendar
	• CBPL Calendar
		*Have a community of practice for Amplify to do with IS teachers to work with them on how to use their expertise to help with planning.
		*All dates set for meetings
		11/6, 12/11, 1/8, 2/5 , 3/12, 4/16, 5/7

5:50-6:00	Share-out Time • Collectively determined what needs to be shared with the buildings or ELA departments • How will the important info get shared out? Materials: • Share-out	*Principals will email out.